

**BOARD OF ASSESSORS MEETING  
MINUTES, September 29, 2010**

The Board of Assessors meeting was called to order on Wednesday, September 29, 2010 at 5:45 P.M. In attendance were, David Pitassi, Robert Caruolo, Paul Buckley, and Theodora Gabriel.

**Approve minutes:** Board approved minutes of meeting on September 15, 2010.

**PC's Upgrade and Laptop:** Board briefly discussed upgrading office PC's; Theo, Pat and Karen. Also, board agreed to purchase a refurbish laptop to assist with field data collection review.

**Job Description:** Status of Draft Job Description was briefly discussed. Town Assessor (Theo) informed board that Town Administrator mentioned that draft job description will be delivered to department by next week.

**Open meeting law:** Board discussed the new Open Meeting Law. David Pitassi suggested that Town Assessor (Theo) is well informed of new law and attends Seminars.

**Municipal Relief:** Board briefly discussed new Municipal Relief Act.

**GIS and expanded 911:** David Pitassi discussed with the board, the need to integrate multi data bases with 911

**FY'12 measure and list data collector:** Town Assessor (Theo), informed board that FY'12 data collection is scheduled to begin early November.

**Schedule next meeting:** Wednesday, October 20, 2010 at 5:30 P.M.

**Meeting adjourned:** Meeting adjourned at 6:35 P.M.

Submitted by

Theodora Gabriel

